

OHIO OTHER TOBACCO PRODUCTS (OTP) TAX
 ACH CREDIT METHOD ADDENDA RECORD FORMAT INSTRUCTIONS
 PLEASE PROVIDE THIS INFORMATION TO YOUR FINANCIAL INSTITUTION

KEY BANK 4910 TIEDEMAN RD BROOKLYN, OH 44144	ROUTING NUMBER 021052053 BANK ACCOUNT NUMBER 20442015
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Payment information must be formatted as shown in this **sample record**:

TXP	*	921123450	*	07202	*	220131	*	T	*	10000000	*	\
↑		↑		↑		↑		↑		↑		↑
Begin Record (Always use TXP)		9 digit OTP Account 8 digit OTP account number plus zero (0)		Tax Type Code (see below)		Enter Tax Period End date (YYMMDD format)		Amount Type (Always use T)		Payment Amount (No commas or decimals)		End Record

Please do not use your Federal ID Number

Use “ * ” to separate each entry, and end with “ \ ”. DO NOT USE SPACES OR DASHES IN YOUR FORMAT.

The correct addenda record format must be followed to avoid possible rejection of your payment and additional charges. These instructions are for ACH credit only. Wire transfers using this banking information the wire will reject.

Ohio Other Tobacco Products (OTP) Tax

Tax Type Code: 07202

OTP Account Numbers begin with:
921, 922, 923, 924

NACHA TXP CONVENTION LAYOUT FOR ACH CREDIT PAYMENT

DATA ELEMENT NUMBER	DESCRIPTION	FIELD LENGTH	CONTENTS
1	NACHA'S Record Type Code	1	7
2	NACHA'S Addenda Type Code	2	05
3	Segment Identifier	3	TXP
4	Separator	1	*
5	OTP Account Number	9	Numeric (9) Digits
6	Separator	1	*
7	OTP Tax Type Code	5	Numeric (5) Digits
8	Separator	1	*
9	Tax Period End Date	6	Numeric (6) digits YYMMDD
10	Separator	1	*
11	Amount Type Code	1	T
12	Separator	1	*
13	Payment Amount	Variable	Numeric (always enter cents)
14	Segment Terminator	1	\

If you have any questions, please call Ohio Treasurer Electronic Payment Department
877-338-OHIO